



# City of NORFOLK

To the Honorable Council  
City of Norfolk, Virginia

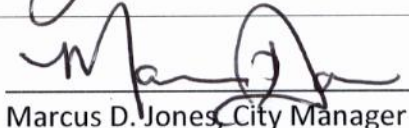
August 25, 2015

From: Mechelle B. Smith,  
Programs Manager/Project Director  
Norfolk Criminal Justice Services

**Subject:** Acceptance of a Grant  
Award from the Virginia Department  
of Criminal Justice Services to the  
Norfolk Criminal Justice Services  
Agency.

Reviewed:   
Wynter C. Benda, Deputy City Manager

**Ward/Superward:** Citywide

Approved:   
Marcus D. Jones, City Manager

**Item Number:** **R-11**

I. **Recommendation:** Adopt Ordinance

II. **Applicant:** City of Norfolk

III. **Description**

This agenda item is an ordinance to accept, appropriate and authorize the expenditure of a grant for \$1,170,308 from the Virginia Department of Criminal Justices Services ("VDCJS") for the Norfolk Criminal Justice Services ("NCJS") Agency. Included is the authorization for the expenditure of \$158,932 from funds appropriated in the FY 2016 General Fund Operating Budget.

IV. **Analysis**

This grant award is for continuous operations provisions of NCJS including the employment of 20 staff members.

V. **Financial Impact**

The total grant award from the VDCJS is \$1,170,308. There are no matching fund requirements for this grant.

VI. **Environmental**

N/A

**VII. Community Outreach/Notification**

Public notification for this agenda item was conducted through the City of Norfolk's agenda notification process.

**VIII. Board/Commission Action**

The Norfolk Criminal Justice Board voted that no action is needed for noncompetitive, continual funding grants unless specified and required by the grantor.

**IX. Coordination/Outreach**

This letter and ordinance have been coordinated with the City Attorney's Office.

Supporting Material from the Norfolk Criminal Justice Services Agency and the City Attorney's Office:

- Award letter and other correspondences from DCJS
- Ordinance

Form and Correctness Approved: *BAP*By *[Signature]*  
Office of the City Attorney

Contents Approved:

By *[Signature]*  
DEPT. Executive

Pursuant to Section 72 of the City Charter, I hereby certify that the money required for this item is in the city treasury to the credit of the fund from which it is drawn and not appropriated for any other purpose.

\$ 1,170,308

2275-2-8991-8991

*[Signature]*  
Acting Director of Finance

Account  
7/25/15  
Date

NORFOLK, VIRGINIA

**ORDINANCE No.**

AN ORDINANCE ACCEPTING A GRANT IN THE AMOUNT OF \$1,170,308 FROM THE VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES FOR THE NORFOLK CRIMINAL JUSTICE SERVICES AGENCY, APPROPRIATING AND AUTHORIZING THE EXPENDITURE OF THE GRANT FUNDS IN THE AMOUNT OF \$1,170,308, AUTHORIZING THE EXPENDITURE OF \$158,932 IN LOCAL FUNDING FOR THE NCJS AGENCY AND AUTHORIZING THE EMPLOYMENT OF TWENTY (20) PERSONS FOR THE AGENCY AND PROVIDING FUNDS FOR THEIR SALARIES AND BENEFITS.

- - -

BE IT ORDAINED by the Council of the City of Norfolk:

Section 1:- That a grant in the amount of \$1,170,308.00 from the Virginia Department of Criminal Justice Services for fiscal year 2015-2016 (FY16) to fund the Norfolk Criminal Justice Services (NCJS) Agency is hereby accepted.

Section 2:- That the \$1,170,308.00 in grants funds are hereby appropriated and authorized for expenditure for the NCJS Agency, if and when the funds are made available from the Virginia Department of Criminal Justice Services.

Section 3:- That \$158,932.00 in local funding heretofore appropriated is hereby authorized for expenditure for the NCJS Agency from the Community Partnership Account No. 18554.

Section 4:- That the City Manager is hereby authorized to employ twenty (20) persons in the following job classifications in the NCJS Agency in special project employment status in the Executive Department which persons shall be entitled to participate in health insurance programs made available to permanent, full-time City employees:



### Executive Department

No.	Class Title	Position No.	Plan/Code
1	Programs Manager	5080	Plan 1/Grade 15
2	Program Supervisor	5076, 5083	Plan 1/Grade 13
13	Pretrial/Probation II	0719, 5073, 5074, 5077, 5078, 6508, 7468, 7469, 7470, 7932, 8975, 9080, 9425	Plan 1/Grade 11
3	Pretrial/Probation Officer I	5075, 5082, 6174	Plan 1/Grade 9
1	Full Time Administrative Technicians	9070	Plan 1/Grade 7

Section 5:- That the funds necessary for the payment of the salaries and benefits of the persons authorized to be employed by the City under section 4 of this ordinance for fiscal year 2015-2016, as well as other agency costs, are hereby authorized to be expended therefor from the grant funds in the amount of \$1,170,308.00, if and when the funds are received from the Virginia Department of Criminal Justice Services and from local funding to be provided in the amount of \$158,932.00 from the Community Partnership Account No. 18554.

Section 6:- That this ordinance shall be in effect from and after its adoption.



# COMMONWEALTH of VIRGINIA

## Department of Criminal Justice Services

Francine C. Ecker  
Director

June 25, 2015

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

Mr. Marcus D. Jones  
City Manager  
City of Norfolk  
810 Union Street, Ste 1101  
Norfolk, VA 23510

**Title: Community Corrections**

Dear Mr. Jones:

I am pleased to advise you that grant number **16-T6354CC16** for the above-referenced grant program has been approved for a total of \$1,170,308.00 in General Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. ***Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).***

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your project's success. If you have any questions, please call Donna Shiflett at (804) 225-4127.

Sincerely,

A handwritten signature in cursive script, appearing to read "Francine C. Ecker".

Francine C. Ecker  
Director

Enclosures

cc: Ms. Mechelle Smith, Project Director/Programs Mgr.  
Ms. Alice M. Kelly, Finance Director  
Ms. Donna Shiflett, DCJS Monitor

## Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance

Subgrantee: Norfolk City

Date: June 25, 2015

Grant Period:

Grant Number:

From: 07/01/2015

Through: 06/30/2016

16-T6354CC16

Project Director	Project Administrator	Finance Officer
Ms. Mechelle Smith Project Director/Programs Mgr. City of Norfolk Community Corr/Pretrial 711 Granby Street Norfolk, VA 23510  Phone: (757) 441-1413 Email: mechelle.smith@norfolk.gov	Mr. Marcus D. Jones City Manager City of Norfolk 810 Union Street, Ste 1101 Norfolk, VA 23510  Phone: (757) 664-4242 Email: marcus.jones@norfolk.gov	Ms. Alice M. Kelly Finance Director City of Norfolk 810 Union Street, Ste 600 Norfolk, VA 23510  Phone: (757) 664-4346 Email: alice.kelly@norfolk.gov

### Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$3,551	\$0	\$0	\$3,551
Supplies/Other	\$0	\$75,955	\$0	\$0	\$75,955
Personnel	\$0	\$1,072,314	\$0	\$0	\$1,072,314
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$16,188	\$0	\$0	\$16,188
Consultant	\$0	\$2,300	\$0	\$0	\$2,300
Totals	\$0	\$1,170,308	\$0	\$0	\$1,170,308

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

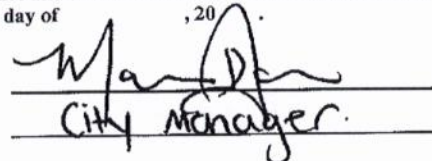


Francine C. Ecker, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature:

Title:

  
City Manager



# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219

## For the Comprehensive Community Corrections Act Grant Program

Grantee: Norfolk City

Grant Number: 16-T6354CC16

Title: Community Corrections

Date: June 25, 2015

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - and to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
2. Grant funds must be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to DCJS within 90 days after the end of the grant liquidation period.
3. The grantee agrees to submit such reports as requested by DCJS on forms provided by DCJS. Funds from this grant will not be disbursed, if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.
4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
5. Grantee may follow their own established travel rates if they have an established travel policy. If a grantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate:  
<http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail must be at coach rates.
6. Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee must report to DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.
7. The grantee assures that programs established, operated, and/or contracted with under the authority of the Comprehensive Community Corrections Act for Local-Responsible Offenders and the Pretrial Services Act will comply with all standards, regulations, and guidelines put forth by DCJS and any others that may be applicable. This includes, but is not limited to, those stated in the "Minimum Standards for Local Community Corrections and Pretrial Services."
8. No amendment to the approved budget may be made without the approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2016.
9. The grantee agrees to forward to DCJS a copy of any financial and programmatic audits of this grant award.



## Statement of Grant Award Special Conditions (Continued)

Grant No: 16-T6354CC16

10. All purchases for goods and services must comply with local established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.
11. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; assuring full cooperation with DCJS for information technology issues related to the automated case management system (PTCC); and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.

Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such MOU shall be made available to DCJS upon request. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.

12. PROJECT INCOME: Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Supervision/Intervention fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
13. Each participating locality must be represented by a Community Criminal Justice Board (CCJB) to serve as an advisory body to the local governing body on matters pertaining to local criminal justice issues. The composition of the CCJB is specified in 9.1-178 of the Code of Virginia. Report any changes in membership to the Juvenile and Adult Services section of DCJS.
14. Local funds and fees supplementing salaries or any other area in the budget should be shown in the match column of the itemized budget under CASH.
15. Employees, full or part-time, under CCCA and PSA programs shall not serve in any paid consultant capacity for the program by which they are employed.
16. All changes within budget categories of the Consultant's line are subject to the same DCJS approval process that applies to the overall grant.
17. The grantee understands that it is the responsibility of the Project Administrator to oversee the management of the grant award.
18. The grantee understands that the continuation and/or level of funding will be based on the availability of funds, the performance of the project in meeting its targets, goals and objectives, and the recipient's compliance with the grant requirements and conditions.
19. The grantee will submit grant financial and progress reports required by DCJS. These shall be submitted to DCJS on the 12<sup>th</sup> working day following the close of each quarter. Reports are required even if no expenditures have occurred.
20. The grantee will submit monthly data reports required by DCJS with the Quarterly Progress report.
21. The grantee will comply with the automated data collection and case management system (PTCC) requirements and fully use PTCC as directed by DCJS. Full usage means entering data in all fields in PTCC.



## **Statement of Grant Award Special Conditions (Continued)**

**Grant No: 16-T6354CC16**

22. The grantee assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records, as DCJS shall prescribe, shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
23. Prior to DCJS disbursing funds, the Grantee must comply with the following special conditions:



# COMMONWEALTH of VIRGINIA

*Department of Criminal Justice Services*

Francine C. Ecker  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

## NOTICE

To: Grants Project Administrator  
From: Janice Waddy, DCJS Grants Administrator  
Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY**

☐ **GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation to:

Grants Administration  
Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

☐ **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly progress and financial reports for this grant throughout the grant period, as well as final reports to close the grant. **No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required Financial and Progress reports for the current grant are more than thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and progress reports are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter. Reports are required even if no expenditures have occurred during the quarter. ***Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.*** A schedule of due dates is also attached for your reference.



☐ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. You are required to use the online system to submit your progress reports.

**Paper copies of Progress Reports are no longer accepted.**

☐ **FINANCIAL REPORTS**

Refer to our website for submitting financial reports through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures.**

☐ **REQUESTING GRANT FUNDS**

Refer to our website for requesting funds through our online Grants Management Information System (GMIS). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. \*Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**You are required to use the online system for requesting funds.**

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your special conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website for the online Grants Management Information System.

\*Please note again that you can access this system using the same password assigned for the online financial reporting system.

The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>.

**Paper copies of the Budget Amendments are no longer be accepted! You are required to use the online system for submitting budget amendments.**

If you have any questions, please contact Beverly Johnson at (804) 786-9055 or by e-mail at [beverly.johnson@dcjs.virginia.gov](mailto:beverly.johnson@dcjs.virginia.gov).

**PROJECTED DUE DATES  
FINANCIAL & PROGRESS REPORTS**

*Reports are due by the **12th working day** following the close of the quarter covered in the report.  
Please note all **financial reports** are required quarterly, even if no expenditures have occurred.*

<b><i>QUARTER ENDING</i></b>	<b><i>DUE DATE</i></b>
9/30/2015	10/19/2015
12/31/2015	1/21/2016
3/31/2016	4/18/2016
6/30/2016	7/19/2016
9/30/2016	10/19/2016
12/31/2016	1/19/2017





Commonwealth of Virginia  
Virginia Department of Criminal Justice Services  
**Grant Application**

Grant Program:	Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA)		Congressional District(s)	3 <sup>rd</sup> Congressional District
Applicant:	City of Norfolk, VA		Faith Based Organization?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicant Federal ID Number:	54-6001455		Best Practice?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Jurisdiction(s) Served:	Norfolk, VA			
Program Title:	<input checked="" type="checkbox"/> Community Corrections <input checked="" type="checkbox"/> Pretrial Services		Certified Crime Prevention Community?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Grant Period:	July 1, 2015 – June 30, 2016		DUNS NUMBER:	074740069
Type of Application:	<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation of Grant Number 15-S6354CC15 <input type="checkbox"/> Revision of Grant Number _____			<input type="checkbox"/> Rural <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban

Project Director		Project Administrator		Finance Officer	
Name:	Ms. Mechelle B. Smith		Mr. Marcus D. Jones		Ms. Alice Kelly
Title:	Project Director, Programs Manager		City Manager		Director, Finance
	711 Granby Street Norfolk, VA 23510-2001		810 Union Street, Suite 1101 Norfolk, VA 23510-8001		810 Union Street, Suite 600 Norfolk, VA 23510-8004
Phone:	(757) 441-1413, ext. 317		(757) 664-4242		(757) 664-4346
Fax:	(757) 441-1418		(757) 664-4239		(757) 664-6064
E-Mail:	mechelle.smith@norfolk.gov		marcus.jones@norfolk.gov		alice.kelly@norfolk.gov

**Signature of Project Administrator:**

**Brief Project Description:**

The Norfolk Criminal Justice Services (NCJS) agency is a City of Norfolk, community-based, corrections agency established under the authority of the Comprehensive Community Corrections /Pretrial Services Acts in §9.1-173 through §9.1-183 of the Code of Virginia. The agency offers Norfolk's judiciary cost-effective alternatives to incarceration that enhances public safety and productive citizenry through the provision of pre (Pretrial) and post-trial (Local probation) community supervision, case management, service referral, and court compliance.

Project Budget	DCJS Funds		Local Match	Total Requested
	Local Probation	Pretrial Services		
Personnel	\$630,590.00	\$441,724.00	\$0.00	\$1,072,314.00
Consultants	\$500.00	\$1,800.00	\$0.00	\$2,300.00
Travel	\$1,825.00	\$1,726.00	\$0.00	\$3,551.00
Equipment	\$9,123.00	\$7,065.00	\$0.00	\$16,188.00
Supplies/Other	\$33,581.00	\$42,374.00	\$0.00	\$75,955.00
Indirect Costs	\$0.00	\$0.00	\$0.00	\$0.00
Total Requested	\$675,619.00	\$494,689.00	\$0.00	\$1,170,308.00
Local Funds	\$ 90,813.00	\$68,119.00	\$0.00	\$158,932.00
Fees	\$0.00	\$0.00	\$0.00	\$0.00

## **NORFOLK CRIMINAL JUSTICE SERVICES**

The Norfolk Criminal Justice Services (NCJS) agency is a City of Norfolk community-based corrections agency. NCJS is established under the authority of the Comprehensive Community Corrections /Pretrial Services Acts (CCCA/PSA). The CCCA/PSA is specified in §9.1-173 through §9.1-183 of the State Code of Virginia. The agency is comprised of two divisions, namely, Adult Community Supervision (probation for local-responsible offenders) and Pretrial Services. The agency offers Norfolk's judiciary a cost-effective alternative to incarceration that enhances public safety and promotes productive citizenry.

### **ADULT COMMUNITY SUPERVISION**

Adult Community Supervision (ACS) is established under the authority of the Comprehensive Community Corrections Act (CCCA) as specified above. Sentencing to local community-based probation authorized by the CCCA is done in accordance with §19.2-303.3<sup>1</sup> of the State Code of Virginia. This division provides probationary supervision to eligible adult offenders for all sentenced conditions. Local probation officers (LPO's) facilitate interventions and more intensive supervision responsive to the individual need(s) of local probationers.

It is important to note that Norfolk is one of seventeen remaining statewide sites transitioning to evidence-based practices (EBP). The Risk/Need/Responsibility (RNR) model, utilized throughout Virginia, identifies core practices that produce observable change in the behavior of those placed on probation.<sup>2</sup> This model provides the foundation for NCJS' implementation. The agency is implementing an aggressive EBP training schedule. Thus far, probation officers received risk needs assessment training which utilized the Modified Offender Screening (MOST) and the Offender Screening Tools (OST). Case planning and differential supervision training will take place in the latter April, 2015.

#### **Summary of Adult Community Supervision progress From July 1, 2014 – March 31, 2015**

The ACS division received 705 misdemeanor and eight (8) felony offenders placed on supervision, respectively. The agency started the MOST assessment practice in August and September, 2014. The MOST's official start date occurred in mid-September, 2014. The practice for the OST started later than the MOST instrument. This is due to the amount of time needed to complete this thorough assessment. Therefore, OST practice started in October, 2014 with the official implementation on all individuals in December, 2014. The implementation of supervision levels as a result of OST scores will take place once officers receive case planning training. Below, please find a summary of EBP performance, specifically risk distribution, based on the total number of individuals placed on local probation during the above-referenced time period.

<sup>1</sup> § 19.2-303.3. Sentence to local community-based probation services; services agency; requirements for participation; sentencing; and removal from probation; payment of costs towards supervision and services.

<sup>2</sup> FY13 CCCA/PSA Annual Report prepared by the VA Department of Criminal Justice Services, January, 2014, p.6.



Total defendants	Misdemeanants -867	Felons -1,558	Rate distribution (M/ F)
Low risk	59	12	2.92%
Below average risk	113	94	8.54%
Average risk	132	139	11.18%
Above average	104	172	11.38%
High risk	157	300	18.85%
Rate of risk (Total)	65%	46%	n/a

**Pretrial Services Distribution by Bond Type, Calculated Since Implementation**

Total placements*	Misdemeanants	Felons
Personal Recognizance	504	494
Unsecured Bond	189	165
Secured Bond	154	126
No Bond	06	1073

\*Defendants may have multiple placements

**Summary**

NCJS' commitment to assist Norfolk's criminal justice population to develop into healthy and productive citizens is a continuous endeavor. This is achieved by influencing positive change through personal accountability, coaching, and empowerment that rejects unlawful behavior and enhances public safety. This is our mission and its adoption is an intricate process consisting of a comprehensive model rooted in best practices.

The agency's implementation of assessments, individual case planning, and interventions as tools to assist officers; and, allow individual investment opportunities in prosocial change all represent activities that each division is diligently working towards. Additionally, NCJS' mission not only aligns with the field's best practices, but with the City of Norfolk's priorities. They include: accessibility, mobility and connectivity, economic vitality, workforce development, environmental sustainability, lifelong learning, safe, healthy and inclusive communities; and, a well-managed government.<sup>6</sup>

<sup>6</sup> In 2011, Norfolk residents joined with City Council and the administration in an exciting process to identify their vision and priorities for Norfolk.

## II. ITEMIZED BUDGET-Pretrial Services, p. 7 of 27

### 1. Personnel/Employees

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND	
Tasha Brown (Sr. Pretrial Officer)	Programs Supervisor	\$56,210	2080		\$57,334.00			\$57,334
Jones, Malcolm (full caseload)	Pretrial Officer II	\$40,005	2080		\$40,805.00			\$40,805
Johnson, Charles (full caseload)	Pretrial Officer II	\$50,638	2080		\$51,651.00			\$51,651
Mitchell, Anita (intake and full caseload)	Pretrial Officer II	\$50,638	2080		\$51,651.00			\$51,651
McCully, Mary (full caseload)	Pretrial Officer II	\$42,619	2080		\$43,471.00			\$43,471
Lakresha Etheridge Boyd Lead Investigator	Pretrial Officer II (Investigator)	\$40,805	2080		\$41,621.00			\$41,621
Deanita Cox	Pretrial Officer I (Investigator)	\$33,770	2080		\$34,445.00			\$34,445
VACANT	Pretrial Officer I (Investigator)	\$33,770	2080		\$34,445.00			\$34,445
<b>TOTAL</b>				\$0	\$355,423.00	\$0	\$0	\$355,423
<b>b. Fringe Benefits</b>								
FICA % =					\$27,190			\$27,190
RETIREMENT =						\$48,225		\$48,225
OTHER (Itemize) = VRS					\$4,145			\$4,145
<b>TOTAL</b>				\$0	\$31,335.00	\$48,225	\$0	\$79,560
Hospitalization					\$54,966			\$54,966
<b>Pretrial Services , p. 8 of 27</b>								
<b>TOTAL PERSONNEL (A+B)</b>				\$0	\$441,724	\$48,225	\$0	\$489,949



2. Consultants (including Travel and Subsistence)		DCJS FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>						
Type: Interpreter service						\$0
Hours Devoted: 10			\$0			\$0
TOTAL		\$0	\$0	\$0	\$0	\$0
<b>b. Organizations and Associations</b>						
Type: Criminal Justice/Public Administration oriented			\$750			\$750
Fee:						\$0
Time Devoted: 75 hours for all 18 employees						\$0
TOTAL		\$0	\$750	\$0	\$0	\$750
<b>c. Consultants' Subsistence and Travel</b>						
Number of Days: 3						\$0
Rate/Day: \$350/day						\$0
TOTAL		\$0	\$1,050	\$0	\$0	\$1,050
TOTAL CONSULTANTS (a+b+c)		\$0	\$1,800	\$0	\$0	\$1,800

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local Mileage = No. of Miles X Rate Per mile	0	X	\$0.000					\$0
b. Non Local Mileage = No. of Miles X Rate Per mile	1500	X	\$0.565		\$848			\$848
c. Subsistence = number of days X rate per day	16	X	\$33.00		\$528			\$528
d. Air or other fares	\$350.00		1		\$350			\$350
TOTAL TRAVEL:				\$0	\$1,726	\$0	\$0	\$1,726

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
1% required					\$5,005			\$5,005
Copier- Ricoh-City contract	1	\$ 2,060.00	Lease		\$2,060			\$2,060
New courthouse- IT					\$0			\$0
								\$0
TOTAL EQUIPMENT:				\$0	\$7,065	\$0	\$0	\$7,065

Pretrial Services, p. 9 of 27

5. Supplies and Other Expenses		DCJS FUNDS		APPLICANT MATCH		TOTAL
		FEDERAL	STATE	CASH	IN-KIND	

Type	Quantity	Price					
Drug Test	1,464	\$ 7.50		\$10,985			\$10,985
Rent	2621	\$ 13.35		\$15,203	\$19,894		\$35,097
Training	8 staff	\$ 250.00		\$2,000			\$2,000
Supplies	8 FTE	\$ 600.00		\$4,800			\$4,800
Office Cleaning Contract	50%	\$1,875.00		\$1,875			\$1,875
City Phone Service	5	12 months \$ 150.00		\$1,800			\$1,800
Verizon (iphones)	2	12 months \$ 156.00		\$1,872			\$1,872
Postage	1014	\$0.55		\$556			\$556
HRT passes(indigent clients)	70.75	\$ 4.00		\$283			\$283
Other supplies, cleaning, etc.				\$3,000			\$3,000
							\$0
TOTAL SUPPLIES AND OTHER:			\$0	\$42,374	\$19,894	\$0	\$62,268

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:	\$0	\$494,689	\$68,119	\$0	
7. Cash Funds		\$ -	\$ 68,119.00		
Cash funds from sources other than grant program supporting this project- (itemize).					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:		\$494,689	\$68,119		\$562,808



## II. ITEMIZED BUDGET - Adult Community Supervision (CC), p. 4 of 27

1. Personnel/Employees				DCJS FUNDS		APPLICANT MATCH		TOTAL	
a. Name of Employees	Position Titles	Annual Salary Rate	Hours Devoted	FEDERAL	STATE	CASH	IN-KIND		
Smith, Mechelle	Programs Mgr/ Project Director	\$75,118	2600		\$76,620			\$76,620	
Warr, Paul Sr. Local Probation Officer	Programs Supervisor	\$52,204	2080		\$53,248			\$53,248	
Hall ,Barbara (full caseload)	Probation Officer II	\$48,197	2080		\$49,161			\$49,161	
Ingram, Alfye Full caseload	Probation Officer II	\$40,512	2080		\$41,322			\$41,322	
Irwin, Leslie (full caseload)	Probation Officer II	\$50,638	2080		\$51,651			\$51,651	
George, Wendy (full caseload)	Probation Officer II	\$45,875	2080		\$46,793			\$46,793	
Preston, Rachel (Intake and transfer caseload)	Probation Officer II	\$45,875	2080		\$46,793			\$46,793	
Griffin, Marvin; Jr. (full caseload)	Probation Officer II	\$43,623	2080		\$44,495			\$44,495	
Hopkins, Darrell	Probation Officer II	\$40,512	2158		\$41,322			\$41,322	
Bryson, Christopher (full caseload)	Probation Officer I	\$34,445	2080		\$35,134			\$35,134	
Sandusky, Namyanka (full-time clerical)	Administrative Technician	\$31,682	2080		\$32,632			\$32,632	
TOTAL				\$0	\$519,171	\$0	\$0	\$519,171	
b. Fringe Benefits									
FICA % =					\$39,717			\$39,717	
RETIREMENT =					\$6,265	\$51,442		\$57,707	
OTHER (Itemize) = VRS					\$4,800			\$4,800	
II. Itemized Budget -ACS, p. 5 of 27				TOTAL	\$0	\$50,782	\$51,442	\$0	\$102,224
Hospitalization					\$60,637			\$60,637	

TOTAL PERSONNEL (A+B)	\$0	\$630,590	\$51,442	\$0	\$682,032
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2. Consultants (including Travel and Subsistence)	DCJS FUNDS		APPLICANT MATCH		TOTAL
	FEDERAL	STATE	CASH	IN-KIND	
<b>a. Individual Consultants</b>					
Type: Interpreter services for court					\$0
Hours Devoted: 10 hours	\$0	\$500			\$500
<b>TOTAL</b>	\$0	\$500	\$0	\$0	\$500
<b>b. Organizations and Associations</b>					
					\$0
					\$0
		\$0			\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0
<b>c. Consultants' Subsistence and Travel</b>					
Number of Days:					\$0
Rate/Day:					\$0
<b>TOTAL</b>	\$0	\$0	\$0	\$0	\$0
<b>TOTAL CONSULTANTS (a+b+c)</b>	\$0	\$500	\$0	\$0	\$500

3. Travel and Subsistence for Project Personnel				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	
a. Local mileage = No. of miles X Rate Per mile	0	X	\$0.000					\$0
b. Non Local mileage = No. of Miles X Rate Per mile	2000	X	\$0.565		\$1,130			\$1,130
c. Subsistence = number of days X rate per day	15	X	\$33.00		\$495			\$495
d. Air or other fares	\$1.00		200		\$200			\$200
			<b>TOTAL TRAVEL:</b>	\$0	\$1,825	\$0	\$0	\$1,825

4. Equipment				DCJS FUNDS		APPLICANT MATCH		TOTAL
Type	Quantity	Unit Price	Purchase or Rental	FEDERAL	STATE	CASH	IN-KIND	
1% required					\$7,063			\$7,063
Copier- Ricoh-City contract	1	\$ 2,060.00	Lease		\$2,060			\$2,060
								\$0
								\$0
			<b>TOTAL EQUIPMENT:</b>	\$0	\$9,123	\$0	\$0	\$9,123

## II. Itemized Budget -Adult Community Supervision, p. 6 of 27

5. Supplies and Other Expenses				DCJS FUNDS		APPLICANT MATCH		TOTAL
				FEDERAL	STATE	CASH	IN-KIND	



Type	Quantity	Price					
Drug Test	1,435	\$ 7.50		\$3,750			\$3,750
Rent	3932	\$ 13.35		\$13,123	\$39,371		\$52,494
Training	11 staff	\$ 250.00		\$2,750			\$2,750
Supplies	11 FTE	\$ 600.00		\$6,600			\$6,600
Office Cleaning Contract	50%			\$1,875			\$1,875
City Phone Service	6	12 months \$ 150.00		\$1,800			\$1,800
Verizon (iphone)	1	12 months \$ 90.00		\$1,080			\$1,080
Postage	923.63	\$0.55		\$508			\$508
HRT passes(indigent clients)	100	\$ 4.00		\$400			\$400
Other: Office supplies, cleaning, paper towels, trash		1,695		\$1,695			\$1,695
TOTAL SUPPLIES AND OTHER:			\$0	\$33,581	\$39,371	\$0	\$72,952

6. Indirect Cost			DCJS FUNDS		APPLICANT MATCH		TOTAL
			FEDERAL	STATE	CASH	IN-KIND	
							\$0
TOTAL INDIRECT COST:			\$0	\$0	\$0	\$0	\$0

GRAND TOTAL:	\$0	\$675,619	\$90,813	\$0	\$766,432
7. Cash Funds					
Cash funds from sources other than grant program supporting this project- (itemize).					
Do not add to requested Project Budget Summary accounts.)					
TOTAL:					